

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
July 8, 2021

1225 Gill Ave. Madera, CA 93637

Meeting Link: <https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>

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ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:30 p.m. by Vice-Chair Eric LiCalsi.

Members Present In-Person

Donald Holley
Martha Garcia
Councilman John Chavez
Councilman Steve Montes
Ricard Gutierrez
Supervisor Leticia Gonzalez
Eric LiCalsi, Vice-Chair
Aurora Flores

Members Present Virtually

David Hernandez,
Secretary/Treasurer

Members Absent

Patricia Trevino, HS PC
Representative
Deborah Martinez
Debi Bray
Molly Hernandez
Vicki Bandy
Sheriff Tyson Pogue, Chair

Personnel Present In-Person

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Daniel Seeto
Elizabeth Wisener
Maritza Gomez-Zaragoza

Personnel Present Virtually

Irene Yang

Public – Other Present Virtually

Donna Tooley, Consultant

A. PUBLIC COMMENT

None

B. ADOPTION OF THE AGENDA

ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E)

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Auroral Flores

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

D. BOARD OF DIRECTOR'S CONSENT CALENDAR

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – June 10, 2021
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Committee – June 8, 2021
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – June 18, 2021
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- May 2021
 - June 2021
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- May 2021
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – May 2021
 - In-Kind Report – May 2021
 - CACFP Program Report – May 2021
- D-7 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – May 2021
 - In-Kind Report – May 2021
- D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – May 2021
 - In-Kind Report – May 2021
 - CACFP Program Report – May 2021
 - Program Information Report (PIR) – May 2021
- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – May 2021
 - In-Kind Report – May 2021

- D-10 Review and consider approving the following **Fresno Migrant *Early Head Start*** reports:
- Monthly Enrollment Report – May 2021
 - In-Kind Report – May 2021
- D-11 Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program.
- D-12 Review and consider approving the 2021-2022 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.
- D-13 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-14 Review and consider approving the Fresno Migrant/Seasonal Head Start 2019-2020 Annual Report.
- D-15 Review and consider approving the Fresno Migrant/Seasonal Early Head Start 2019-2020 Annual Report.
- D-16 Review and consider approving the Fresno Migrant/Seasonal Head Start 2021-2022 Planning Process Policy/Procedure and Calendar.
- D-17 Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start program.
- D-18 Review and approve the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-19 Review the Madera County Child Advocacy Center (CAC) Program Report for June 2021 (Informational Only)
- D-20 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2021. (Informational Only)
- D-21 Review the Community Services Report for June 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Councilman Steve

Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

- E-1 Review and consider ratifying the submission of the Migrant/Seasonal Head Start 2021-2023 COVID Response and Relief Appropriation and American Rescue Plan Act budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Migrant/Seasonal Head Start 2021-2023 COVID Response and Relief Appropriation and American Rescue Plan Act budgets. Maritza noted that the Coronavirus Response and Relief Appropriation funds will be utilized to purchase needed classroom materials, parent training, sanitizing products, and purchase and/or replace any computers/laptops that may be outdated and in need of replacement. The American Rescue Plan funds will be utilized for a one-time \$500 stipend based on policy 703.00.00 Supplemental Pay in response to COVID-19. The on-time stipend is anticipated to be generated in October 2021.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Martha Garcia

Vote: Carried Unanimously

E-2 Review and consider authorizing the Executive Director to sign and submit the 2021 American Rescue Plan Act Contract and enter into a sub-recipient agreement for Weatherization Services with the Merced County Community Action Agency.

Elizabeth Wisener, Community Services Program Manager, presented regarding the 2021 American Rescue Plan Act Contract and enter into a sub-recipient agreement for Weatherization Services with the Merced County Community Action Agency. Elizabeth highlighted that the aforementioned program will be leveraged with the LIHEAP program to assist families who need additional assistance. Benefits for the ARPA for emergency Fast Track assistance will increase up to \$3000.00 per qualified household. Wood/Propane and Oil assistance will increase up to \$1000.00 per qualified household. Non-emergency utility bill assistance will increase by \$100.00 per qualified household. Priority points for the program will not be required.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

E-3 Review and consider authorizing the Executive Director to sign the Emergency Solutions Grant Contract Amendment.

Elizabeth Wisener, Community Services Program Manager, presented regarding the Emergency Solutions Grant Contract Amendment. Elizabeth shared that The Emergency Solutions Grant provides services to the homeless such as street outreach, homeless prevention, rapid rehousing, emergency shelter, and funding for completing data entry into the Homeless Management Information System. CAPMC requested approximately \$300,000 in funding to extend emergency shelter via hotel rooms through the month of September 2021, enter into sub-agreement with the Madera Rescue Mission to operate the new respite center for three months, PG&E assistance, and support the HELP center via additional staffing.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

E-4 Review and consider authorizing the Executive Director to submit the 2021 Community Services Block Grant Discretionary Grant application.

Elizabeth Wisener, Community Services Program Manager, presented regarding the 2021 Community Services Block Grant Discretionary Grant application. Elizabeth shared that discretionary funds will be utilized to support domestic violence victims by providing 24-hour staffing coverage at the Martha Diaz Shelter. Funds will cover wages for one Shelter Assistant to achieve 24-hour coverage for 7 days a week. The contract period is from June 1, 2021 through May 31, 2022.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

E-5 Review and consider authorizing the Executive Director to sign and submit the COVID-19 Aid, Relief, and Economic Security Act (CARES Act) Federal Emergency Solutions (ESG) Grant Application.

Elizabeth Wisener, Community Services Program Manager, presented regarding the COVID-19 Aid, Relief, and Economic Security Act (CARES Act) Federal Emergency Solutions (ESG) Grant Application. If awarded, funds would be utilized for Rapid Rehousing, Emergency Shelter, Homeless Prevention, Street Outreach, Homeless Management Information System Costs, and Administration. CAPMC plans to request funds in each of these categories.

Motion: APPROVE AS PRESENTED

Moved By: Aurora Flores, Seconded By: Donald Holley

Vote: Carried Unanimously

E-6 Review and consider ratifying the policy secured to provide Director and Officer and Employment Practices Liability insurance coverage to CAPMC.

Daniel Seeto, Chief Financial Officer, presented regarding the policy secured to provide Director and Officer and Employment Practices Liability insurance coverage to CAPMC. This item was brought to the board at the June 10, 2021 meeting to consider D&O and EPLI coverage and how much coverage would be adequate, however the insurance broker and staff were still working on applications and quotes. CAPMC was able to get a renewal policy for the D&O Liability and Employment Practices Liability insurance with Philadelphia Insurance Companies and bind new coverage effective June 22, 2021.

Daniel noted that D&O coverage is at \$3M, with deductible/retention of \$25,000 and for EPLI is at \$1M, with deductible/retention of \$100,000. There was an increase in premium cost since 2019.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (June 2021)
- F-4 Financial Statements (June 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (June 2021)
- F-7 CAPMC Board of Directors Attendance Report – (June 2021)
- F-8 Staffing Changes Reports for: June 2, 2021 – June 29, 2021

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated June 2, 2021 from the Office of Head Start regarding group health insurance plan premiums for furloughed employees.

I. ADJOURN

Vice-Chair Eric LiCalsi adjourned the Board of Directors meeting at 6:02 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Martha Garcia

Vote: Carried Unanimously